

Notice of Funding Opportunity

Family Place Libraries Grant Program Guidelines

Application Due Date: Friday, January 12, 2018

Library Development & Networking Division
November 2017

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Comments regarding the programs and services of the
Texas State Library and Archives Commission can be addressed to:

Director and Librarian

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A. Program Description

The Family Place Libraries Training Institute provides theoretical grounding and practical training in family-centered library services. By expanding the traditional role of children's services, the Family Place Libraries Project helps Project participants build on the knowledge that good health, early learning, parental involvement and supportive communities play a critical role in young children's growth and development.

Family Place Libraries Project participants will be able to create the network families need to nurture their children's development during the critical first years of life. The Project provides training and resources to help participants redesign their library environment to:

- Create a welcoming and developmentally appropriate environment for children beginning at birth
- Connect parents with the resources, programs and services offered at the library and other family service agencies
- Connect with non-traditional library users
- Ensure children have access to resources that will allow them to enter school ready and able to learn.

B. Award Information

Libraries chosen to participate in the TSLAC-sponsored Family Place Libraries Project will receive the following:

- Full tuition for two, full-time staff members from the participating library to attend Family Place Library training.
- A one time, state-funded sub-grant in the amount of \$6,000 to purchase materials necessary to establish a family space and learning environment in the Library as outlined in the Family Place Libraries Project training.

Length of Funding

This one time, state funded sub-grant in the amount of \$6,000 must be encumbered by June 30, 2018.

C. Eligibility Information

Eligibility for the TSLAC-sponsored Family Place Libraries Project requires the following:

- Send two full-time paid staff members (branch manager or director and children's staff person) to attend and complete Family Place training in Centereach, New York.
- Require one staff member to dedicate approximately 25% staff time to the development and maintenance of the space for a period of three years.
- Through their governing authority, accredited public libraries are eligible to apply for funds. Public library applicants must be accredited by the Texas State Library and Archives Commission for the fiscal year in which the grant contracts are issued.

D. Expectations

Before the Training:

1. Select two (2) qualified full-time paid staff members to attend the four-day training (Monday-Thursday) at the Middle Country Public Library in Centereach, New York.
2. Pay for the cost of transportation to Centereach for the two (2) qualified staff. (The Tocker Foundation may reimburse expenses for libraries in communities serving populations under 12,000.)
3. Notify TSLAC as soon as possible if a selected staff member is unavailable to attend the training or becomes ineligible to attend (e.g., accepts a different position within the library or leaves employment at the library), and request approval for a different qualified staff member to attend.
4. Complete online courses provided by Family Place prior to attending the onsite training.

5. Request that your governing authority execute a contract with TSLAC to receive \$6000 in funds to develop my library's Family Place Program. The contract must be executed by an official of the library's governing authority authorized to enter into this agreement. Return the executed contract to TSLAC.

Post Training-Within Six (6) Months

1. Encumber the \$6000 for items recommended during the training.
2. Report on expenditures in accordance with the requirements and timeline provided by TSLAC.
3. Develop a Family Place Libraries Plan for my library.
4. Create and maintain a family friendly interactive public space within the Children's Room of my library in accordance with information provided during the training.
5. Develop a Parenting Collection in or adjacent to my library's Children's Room.
6. Provide in-house staff orientation about Family Place Libraries.

Post Training-Within One (1) Year

1. Develop coalitions/partnerships with community agencies as described during the training.
2. Plan, advertise, and implement a minimum of one, five (5) week session, 1 hour per week, of the Parent/Child Workshop, as described during the training.

Post Training: Three (3) Years

1. Annually implement two five (5) week sessions, 1 hour per week, of the Parent/Child Workshop, during the second and third year after the training.
2. Participate in support and consulting provided by staff from the Middle Country Public Library.
3. Work with Middle Country Public Library to coordinate a site visit approximately 18 months after the training.
4. Maintain documentation regarding implementation of your Family Place Plan and report annual statistics related to the Parent Child Workshop, Early Childhood Programs, Space Usage, Collaborations and Outreach Efforts, as required by the Middle Country Public Library.
5. Complete all required State and Family Place Evaluations and Progress Reports about your Family Place Library.
6. Replace and refresh the materials and resources in the early learning center, as needed.
7. Training additional staff as needed to sustain the program in the event of a staff member leaving.

E. Application and Submission Information

Application Assistance

Texas State Library and Archives Commission staff is available to help throughout the application process. Contact **Bethany Wilson, Program Coordinator at 800-252-9386 or 512-463-5532**, or by e-mail at bwilson@tsl.texas.gov for assistance with the proposal.

Application Components

A complete grant application consists of the following components:

1. Application certification form (print, sign, and upload)
2. Proposal narrative

Other requirements

Each applicant organization must have a current and active D-U-N-S® Number and SAM.gov (System for Award Management) registration. If your D-U-N-S® and SAM registrations are not active and current at the time of submission, please contact us for assistance. If they are not active and current at the time of award, your proposal cannot be funded.

Information on how to obtain a DUNS number may be found on D&B's website (fedgov.dnb.com/webform) or by calling D&B, toll-free, at 866-705-5711. Information regarding SAM registration may be found at www.sam.gov. Obtaining a DUNS number and registering in SAM.gov is free.

Who can sign the application?

The application certification form must be signed by an individual authorized to enter into contracts or other legal agreements on behalf of the library with the State of Texas. In many cases this will be a city manager, county judge, governing board chair, superintendent or other official representative of the library's governing authority. In some cases, the library director has been granted signature authority for these purposes by the library's governing authority.

Deadline and Submission

The completed application and any required documents must be submitted to TSLAC by **11:59 p.m. Central Time, Friday, January 12, 2018.**

Applications will be submitted electronically through TSLAC's Grant Management System (GMS):

<https://grants.tsl.texas.gov>.

Contact Youth Services Consultant, Bethany Wilson with any questions concerning this process at 512-463-4856 or bwilson@tsl.texas.gov. Erica McCormick, Grants Administrator, can assist with any questions you might have concerning the Grants Management System. Contact her at 512-463-5527 or emccormick@tsl.texas.gov.

Program Timeline

December 4, 2017: Guidelines released

December 11, 2017: Application Opens

January 12, 2018: Application Deadline

February 13, 2018: Grants awarded at conclusion of Texas State Library & Archives Commission Meeting

May 31, 2018: Requests for funds due

August 31, 2018: Fiscal year ends

Spring 2019: First performance report due

Spring 2020: Second performance report due

Spring 2021: Final performance report due

F. Application Review Information

Criteria for Award

A completed grant application must be submitted for review. Incomplete applications will not be reviewed. Grant applications will be evaluated on the criteria listed below. The maximum number of points for each category is listed. A detailed evaluation rubric for each category is provided below for reference.

1. Needs Assessment (50 points)

- Provide details about the community you serve to include your population, demographics, and any unique needs your library is meeting or striving to meet for the community.
- Describe the current mission and strategic plan for your library and provide details on how participation in the program will better equip you to meet these goals.

2. Sustainability (50 points)

- Describe your current programs, services, and library environment for children.
- Provide information about current and potential community partnerships that will support your Family Place Library.

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- Describe the support you will have from your organization for the program as well as outside support from local partners and community members.
- Include information about additional partnerships and/or funding sources that could be utilized for continued support of your Family Place Library.

Evaluation Rubric

Project Scoring Total in Two Areas: 100 points		
<p>The specific needs of each library and their community as well as their ability to sustain the program through the three-year grant period and beyond will be considered in the evaluation of all criteria. Each criteria may be scored as follows:</p> <p>0-10 points: Project does not meet the goals and purposes of the Family Place Libraries grant program.</p> <p>20-30 points: Project partially meets the goals and purposes of the Family Place Libraries grant program.</p> <p>40-50 points: Project is a clear fit for the goals and purposes of the Family Place Libraries grant program.</p>		
1. Needs Assessment		
<p>The purpose of this grant is to create a welcoming, family-centered environment that empowers caregivers of young children as they become their child's first teachers. This grant will provide funding for the equipment and training necessary for each library to: host workshops for children 0-3 and their caregivers, develop an interactive space for this age group to play and learn in the library, and forge strong partnerships with community organizations serving young children and their families.</p> <p>Applicants describe how the Family Place training and funding provided will allow them to better serve community need. Applicant describes audience demographics, population and unique need. Applicant demonstrates ways in which the program aligns with mission and strategic plan for the library.</p>		
0-10 points	20-30 points	40-50 points
<ul style="list-style-type: none"> • Applicant provides little to no information on program alignment with library mission and/or strategic plan. • Audience for the program is not clearly defined. • Applicant provides no information on community need. 	<ul style="list-style-type: none"> • Applicant provides partial/some information on program alignment with library mission and/or strategic plan. • Audience for the program is defined but demand is not clearly demonstrated. • Applicant provides partial/some information on community need with no specific examples. 	<ul style="list-style-type: none"> • Applicant provides clear and convincing evidence of program alignment with library mission and/or strategic plan. • Audience is defined with specific examples and statistics indicating need. • Applicant provides detailed information and/or examples about ways in which the program will meet community need.

2. Sustainability		
Applicant provides evidence of ability to implement the program and continue to sustain it at conclusion of the funding period. Applicant provides examples of current programs, services, and library environment for children. Applicant describes support from your organizational leadership, local partners, and community members for library development and programming. Applicant provides information on potential partnerships and/or funding sources for continued development of the program at the conclusion of the funding period.		
0-10 points	20-30 points	40-50 points
<ul style="list-style-type: none"> • Applicant provides no information about current children's programming and/or services. • Applicant provides little to no information on support for the program. 	<ul style="list-style-type: none"> • Applicant provides partial/some information about current children's programming and/or services with no specific examples. • Applicant indicates they have support from some of the areas listed and is actively working to attain additional support. 	<ul style="list-style-type: none"> • Children's programming and/or services are described in detail with examples and plans for continued development. • Applicant demonstrates full support for the program and provides detail about supporting partners and ideas for continued development of established relationships.

Funding Decisions (13 TAC §2.114)

- The agency staff will submit a recommended priority-ranked list of applicants for possible funding. Final approval of a grant award is solely at the determination of the Texas State Library and Archives Commission.
- Applications for grant funding will be evaluated only upon the information provided in the written application.
- The agency staff may negotiate with selected applicants to determine the terms of the award. To receive an award, the applicant must accept any additional or special terms and conditions listed in the grant contract and any changes in the grant application.
- The agency staff will notify unsuccessful applicants in writing.

Awarding of Grants (13 TAC §2.115)

The commission has the right to reject applications or cancel or modify a grant solicitation at any point before a contract is signed. The award of any grant is subject to the availability of funds.

TSLAC Staff Responsibility (13 TAC §2.117)

The Texas State Library and Archives Commission (TSLAC) staff will review each application packet for the following:

- Legal eligibility of the institution to participate in this grant program and appropriate authorizing signature
- Conformance to the federal and state regulations pertaining to grants
- Submission of all required forms
- Compliance with submission procedures and deadlines

Applications with significant errors, omissions, or eligibility issues will not be rated. Agency staff will be available to offer technical assistance to reviewers.

Decision Making Process (13 TAC §2.118)

To be considered eligible for funding by the commission, any application must receive a minimum adjusted mean score of more than 60 percent of the maximum points available. To reduce the impact of scores that are

exceedingly high or low, or otherwise outside the range of scores from other reviewers, agency staff will tabulate the panel's work using calculations such as an adjusted mean score.

- (1) Applications will be ranked in priority order by score for consideration by the commission.
- (2) If insufficient funds remain to fully fund the next application, the staff will negotiate a reduced grant with the next ranked applicant. (*Not applicable to this grant opportunity*)
- (3) If the panel recommends funding an application that, for legal, fiscal, or other reasons, is unacceptable to the staff, a contrary recommendation will be made. The applicant will be informed of this situation prior to presentation to the commission and may negotiate a revision to the application. A positive recommendation to the commission will be contingent upon successfully completing these negotiations prior to the commission meeting.
- (4) If the panel is unable to produce a set of recommendations for funding, the agency staff will use the same evaluation procedures to develop recommendations to the commission.

G. Award Administration Information

Notice of Award

Applicants will be notified of the funding decisions via e-mail. The notification will include an award letter and protest procedures, which are also included in this notice. Once the awards have been awarded, successful applicants will receive instructions on how to proceed.

Protest Procedure — Texas State Library and Archives Commission, 13 TAC §2.55

(a) An aggrieved person who is not satisfied with a decision, procedure, or service received from the staff of the Texas State Library and Archives Commission or who is an actual or prospective bidder, grantee, or contractor aggrieved in connection with a solicitation, evaluation, or award may file a protest with the Director and Librarian in accordance with this rule.

(b) A protest must be submitted to the Director and Librarian within 21 days after the person knows or should have known of the matter which is protested. The Director and Librarian has the discretion to allow a protest filed after 21 days if the protestant shows good cause for the late filing or if the protest raises an issue significant to the general policies and procedures of the commission.

(c) The protestant shall mail or deliver a copy of the protest to all interested persons. The Director and Librarian will furnish a list of interested persons to a protestant. For protests of a competitive selection (bid, contract, or grant), interested persons shall include all persons who have submitted a bid, proposal, or application.

(d) A protest must be in writing and identified as a protest under this section, and contain the following:

- (1) A description of the protestant's interest in the matter
- (2) The issue(s) to be resolved and remedy(s) requested
- (3) The protestant's argument supporting the protest, including a statement of relevant facts and applicable law, specifying the statutes, rules, or other legal authority alleged to have been violated
- (4) The protestant's affirmation that facts set forth in the protest are true

(5) A certification that a copy of the protest has been mailed or delivered to all interested persons

(e) Upon receipt of a protest conforming to the requirements of this section, the commission shall not proceed with the solicitation, award, or contract until the protest is resolved, unless the Director and Librarian makes a written determination that delay would harm the substantial interests of the state.

(f) The Director and Librarian has the authority to decide, settle, or resolve the protest and will make a written determination. The Director and Librarian may solicit written responses to the protest from other parties. The Director and Librarian shall inform the protesting party and other interested parties by letter of his determination, and how to appeal the determination to the commission.

(g) An interested party may appeal the determination of the Director and Librarian. An appeal must be in writing and conform to paragraphs (1) - (3) of this subsection:

(1) The appeal must be received in the office of the Director and Librarian no later than 15 days after the date the determination is mailed to interested parties;

(2) A copy of the appeal must be mailed or delivered by the appealing party to all interested parties and contain a certification of mailing or delivery;

(3) The appealing party must state whether or not an opportunity is requested to make an oral presentation to the commission in open meeting.

- (h) The Director and Librarian shall refer the matter to the commission for their consideration at an open meeting.
- (i) The chair of the commission has the discretion to allow an appeal filed more than 15 days after the Director and Librarian's determination if the appealing party shows good cause for the late filing or if the appeal raises an issue significant to the general policies or procedures of the commission.
- (j) An interested party may file a response to an appeal of the determination of the Director and Librarian no later than seven days after the appeal is mailed or delivered.
- (k) Copies of the appeal and responses of interested parties, if any, shall be mailed to the commission by the Director and Librarian.
- (l) The chair of the commission has the discretion to decide whether or not a request for oral presentations will be granted and will set the order and amount of time for oral presentations that are allowed. The chair also has the discretion to decide whether presentations and written documents presented by Commission staff and interested parties will be allowed.
- (m) The commission will determine properly filed appeals and make its decision in open meeting. The commission shall vote to uphold or reverse the decision of the Director and Librarian. Failing a majority vote of a quorum of the commission, the Director and Librarian's decision is upheld. The commission's decision is final and not subject to judicial review under the statutes governing the commission.
- (n) A decision issued either by the commission in open meeting or in writing by the Director and Librarian shall be the final administrative action of the commission.
- (o) Documentation concerning a protest of a competitive selection is part of the commission's records series for that selection and is retained in accordance with the commission's approved records retention schedule.

Reporting

Grantees must submit a financial report at the conclusion of the current fiscal year and performance reports annually through the life of the grant. This will be outlined further in the grant contract. Reports will be submitted electronically through TSLAC's Grant Management System (GMS).

H. Contacts

TSLAC staff members are available during regular business hours (8:00 a.m.-4:30 p.m., Central) to assist with grants.

Bethany Wilson, Youth Services Consultant, Program Coordinator

Phone: 512-463-4856, 800-252-9386 (toll free)

Fax: 512-936-2306

Email: bwilson@tsl.texas.gov

Erica McCormick, Grants Administrator

Phone: 512-463-5527, 800-252-9386 (toll free)

Fax: 512-936-2306

E-mail: emccormick@tsl.texas.gov